

# TOWN OF DARIEN PLANNING AND ZONING DEPARTMENT

## Partially Finished Basement and/or Attic Information and Calculations Worksheet

Project Address: \_\_\_\_\_

Signature: \_\_\_\_\_

**Prior to** submitting a Zoning and Building Permit to finish part of a basement, the property owner must call the Building Official to have them come to the property and confirm if it is possible to finish part of the basement.

### BASEMENTS

If you are proposing to finish any portion of a basement, you must submit 3 sets of detailed floor plans drawn to scale, of the entire basement, including dimensions, and must specify and label which space(s) are to be finished and which space(s) will remain unfinished (storage, garage, utilities, etc.). The amount of finished floor area in the basement cannot exceed fifty percent (50%) of the finished portion of the first floor.

Finished area of the first floor (existing and proposed) square feet: \_\_\_\_\_

(Do not include garages, porches, decks, breezeways, etc.)

Existing finished floor area in basement square feet: \_\_\_\_\_

Proposed additional finished area in basement square feet: \_\_\_\_\_

Total finished floor area in basement: square feet: \_\_\_\_\_

(Cannot exceed 50% of the area of the first floor)

### ATTICS

If you are proposing to finish any portion of an attic, you must submit 3 sets of detailed floor plans drawn to scale, of the entire attic, including dimensions, and must specify and label the space(s) to be finished and which space(s) will remain unfinished (storage, utilities, etc.). The amount of finished floor area in the attic cannot exceed fifty percent (50%) of the finished portion of the second floor.

Finished area of the second floor (existing plus proposed): square feet: \_\_\_\_\_

(Do not include porches, decks, balconies, etc.)

Existing finished floor area in attic: square feet: \_\_\_\_\_

Proposed additional finished floor area in attic: square feet: \_\_\_\_\_

Total finished floor area in attic (do not confuse finished floor area square feet: \_\_\_\_\_

with Building Code definition with respect to ceiling height)

Stairways, hallways and bathrooms count as finished spaced in attics and basements.

Do not include garages, porches, decks, breezeways, balconies, etc. in calculations of finished floor space.

In a basement or attic, of the three interior surfaces of the space – ceiling, walls and floor, if two of the three surfaces are finished or partially finished with paint, sheetrock, plaster, paneling, hardwood, tile, or any similar type of surface covering, then the space is considered finished. A walk in closet is counted as finished space in the attic or basement.

Story: *That portion of a building included between the surface of any floor and the surface of the floor next above it, or if there is no floor above it, then the space between the floor and the ceiling next above it. A basement shall be counted as a story if its ceiling is more than five feet above the elevation from which the height of the building is measured, or if a floor area in excess of 50% of the floor area directly above it used for any purpose other than accessory storage, vehicular parking, or housing of mechanical equipment (such as facilities for heating, plumbing, electrical, water, waste disposal and the like) attached to and required to serve the building. An attic shall be counted as a story if the finished and habitable portions of the attic are greater than 50% of the square footage of the floor immediately below the attic.*